

Appendix F: Submittal Requirements

Plan & Plat Submittal Requirements

All Administrative or Planning Commission submittals shall be submitted in the following format & quantities: Ten (10) paper copies shall be submitted to the Planning Department (Franklin City Hall, Suite 133, 109 3rd Avenue South, Franklin, Tenn) in the format described in the chart below. Electronic copies of the Plans/Plats shall be uploaded to the City of Franklin Online Website (IDT) in the format described in the chart below to <https://franklin.contractorsplanroom.com/secure/>. The submittal fee shall either be included as a check with the paper copies submitted to the Planning Department or it may be paid through the online plan review website. The submittal shall not be accepted for an agenda until all paper copies are received, the electronic submittal has been uploaded, and the fee has been paid.

Paper copies of the FMPC or Administrative submittal shall only be accepted, from 8AM – 5PM, on the submittal or resubmittal day, as determined in the FMPC / Administrative Meeting and Deadline Schedule, unless otherwise approved by the Director of the Planning and Sustainability Department. Electronic copies of the FMPC or Administrative submittal/resubmittal may be uploaded to the IDT Online Plan Review Website at any time; however, the submittal shall only be processed according to the adopted FMPC / Administrative Meetings and Deadline Schedule.

The following requirements apply to all Administrative or Planning Commission submittals:

PAPER SUBMITTAL REQUIREMENTS		
1	All plan copies shall be blue line or black line prints	
2	Each plan set shall be stapled	
3	The applicant shall provide ten (10) paper copies of the submittal: Any Plan submittal: One (1) set shall be full size (not larger than 36 inches x 48 inches), and nine (9) sets shall be true half-size reductions that are drawn to scale. Any Plat submittal: All copies shall be 18 x 24 inches, including the mylar submitted with signatures upon FMPC or Administrative approval. The City shall only accept one (1) copy of the final plat mylar, with all required signatures, after FMPC or Administrative approval.	
4	Each plan set shall be folded to a size not greater than 11 inches x 14 inches	
5	Each plan set or plat shall be folded so that the title block is visible	

ELECTRONIC SUBMITTAL REQUIREMENTS		
1	The applicant shall submit upload a multipage PDF for all plan/plat sheets to the City of Franklin Online Plan Review Website: https://franklin.contractorsplanroom.com/secure/ . This PDF file shall be oriented as landscape and shall be created at minimum resolution of 200 dpi. All other calculations and documents that are required of the submittal (these shall be designated at the Pre-application Conference for the project) shall also be uploaded as PDF documents to the IDT Plan Review Website.	
2	The multipage PDF for plan sheets shall have each sheet bookmarked with the same notation that the sheet labeled as on the cover sheet of the plan set.	

ELECTRONIC SUBMITTAL REQUIREMENTS

3	Plan sheets shall be 24 inches x 36 inches for development plans, rezoning plans, preliminary plats, and site plans. The drawings shall be drawn to scale as previously noted in the applicable checklist. Deviations from this standard are acceptable with prior authorization from the Department of Planning and Sustainability.	
4	Plan sheets for plats shall be 18 inches x 24 inches and the drawings shall be drawn to scale as previously noted in the applicable checklist.	
5	In the case of Final Plats, the applicant shall upload electronic versions of all Final Plats in DXF or AutoCADr14 formats in addition to the PDF specification detailed above after the plat has been approved.	
6	Electronic Submittals shall also be required of all Post-Planning Commission plans or plats, following the format and process outlined above.	